



## SAFETY PROGRAM

### DRIVER SAFETY

#### Routine Driver Agreement

Each office is responsible to identify each Routine Driver, any employee who routinely operates any state motor vehicles, by having the employee and his/her supervisor completing and signing this agreement.

As a driver of a Board (owned or leased) vehicle, I agree to adhere to the terms and conditions set forth below. I also agree to abide by all policies as stated in the Vehicle Operator's Handbook located on the State Fleet Management website [http://www.gs.sc.gov/webfiles/SFMO/Publications/Vehicle\\_Handbook\\_2008\\_20110126.pdf](http://www.gs.sc.gov/webfiles/SFMO/Publications/Vehicle_Handbook_2008_20110126.pdf). I understand that failure to comply with these terms and conditions may result in the loss of my state motor vehicle driving privileges as well as potential for the Board administering counseling, remedial training and/or disciplinary action up to and including assessment up to \$200 for at-fault property damage and/or termination.

1. As required by my job description and as scheduled, I will attend appropriate driver education (8-hour class) within 90 days of hire or assignment and refresher (4-hour class) every three years thereafter.
2. I will not operate a state motor vehicle without possession of a valid driver's license appropriate to the type of vehicle being operated. If my job requires a commercial driver license, I will obtain and maintain the license and agree to random annual drug testing.
3. I understand my driving record will be checked (which requires my SCDL Number, Date of Birth and Social Security Number) upon being assigned as a Routine Driver and at least annually thereafter.
4. I will report to Board HR anytime my driver's license has more than 8 points or is suspended.
5. I will not use a handheld electronic communications device while operating a state vehicle.
6. I will abide by the State Vehicle Maintenance Program. This includes an Operator's Preventive Maintenance Checklist, which is included in Appendix B of the handbook.
7. I will identify and report all state motor vehicle damages and/or accidents within 24 hours to my supervisor and Board Safety.
8. I will obey all traffic rules and regulations while operating a state motor vehicle. All fees incurred due to parking and traffic violations are my sole responsibility and should be settled immediately.
9. I will ensure that all occupants of state motor vehicles wear properly adjusted and fastened seat belts at all times.
10. I will not smoke, or allow any authorized passengers to smoke in any state motor vehicle at any time.
11. I will not operate any state motor vehicle while using or under the influence of alcohol or illegal drugs, or prescription drugs which warn against driving or operating heavy equipment.
12. Upon termination of the state motor vehicle assignment, I will return all keys, SC Universal Credit Card and all equipment that was provided or installed in the vehicle.
13. I will use the state motor vehicle for official business purposes only.
14. I will conduct myself in a professional and safe manner at all times while operating a state vehicle.

\_\_\_\_\_  
PRINT Driver's Name (as on driver license)

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Driver's License Number/State (include zeros)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Supervisor's Name – Print or Type

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Today's Date

**RETURN TO: Board Safety, 921 Main St., Room 113; ATTN: Bernie Lee**

(Safety will forward to Board HR, 1200 Senate St., Wade Hampton Bldg., Suite 450)

**CONFIDENTIAL WHEN COMPLETED – FOR BCB USE ONLY**